

UTILITY OPERATIONS SUPERVISOR

POSITION SUMMARY: To perform technical and supervisory work in the operation of a utility water treatment plant; to devise new operation techniques; to conduct or supervise experimental operating techniques; to provide general supervision of Utility Plant Operators and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the general supervision of the Utility Plant Superintendent.

SUPERVISION EXERCISED: Supervision is exercised over Utility Plant Operators and Operator Trainees. This position shall have the authority to recommend decisions regarding policy, hiring, disciplining, and discharging of employees.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Assist in planning, organizing and supervising the operation of the utility water treatment plant.
2. Assist in the budgeting, inventory, and purchasing of operations supplies, chemicals, and equipment.
3. May act on behalf of the Utility Plant Superintendent in his or her absence, or as directed, and in accordance with established guidelines and policies.
4. Maintain operational records and bench sheets.
5. Meet with MDEQ as needed.
6. Carry out experimental work related to treatment processes.
7. Monitor the training of new employees in equipment and work operations.
8. Build and carry out experimental work with small scale treatment units.
9. Prepare reports related to experimental work.
10. Supervise operations and operational procedures.
11. Carry out efficiency studies and plant operating procedures and develop new operating techniques designed to improve efficiency.
12. Evaluate employee performance in relation to work activities, department rules and provisions within the employee's union contract.
13. Perform operator duties when necessary.

KNOWLEDGE, SKILLS, AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- Considerable knowledge of the principles, practices and procedures involved in the operation and maintenance of utility water treatment plants.
- Considerable knowledge of public health regulations related to treatment processes.
- Considerable knowledge of bacteriology and chemistry as related to processing and testing.
- Ability to train and supervise other employees.
- Ability to prepare detailed records and reports.
- A reasonable knowledge of the collection system and its operation.
- State of Michigan class A certification in wastewater treatment operations or a class F-1 certification in drinking water treatment operations.
- A Bachelors degree in the environmental, chemical, or biological sciences from an accredited institution, or an equivalent combination of experience and education
- Mechanical aptitude
- Knowledge of the principles and practices of chemical and bacteriological testing and laboratory testing equipment
- Ability to follow established procedures, work well with others, and to communicate clearly, both orally and in writing.
- At least 3 years of responsible experience in pumping and treatment operations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

Format Revised April 2005
Revised April 2014